

Home
Welcome
Building Department
City Codes
City Commission:
Agenda / minutes
City Manager
City Officials
Clerk / Finance
Code Enforcement
Contacts
Election / Voter
Events
Garbage Collection
Job Listings
News
Parks
Planning / Zoning
Police
Public Works
Recreation
Rental Facilities
Streets
Sewer
Transportation
Volunteers
Water
Web Links
Legal Disclaimer

City Manager's Office



(352) 523-5050

Harold R. Sample, City Manager - Ext. 308

Laura Beagles, Administrative Services Director – Ext. 324

Chris Chandler, Executive Assistant - Ext. 307

Bobbi Connor, Personnel/Purchasing Specialist
Ext. 306

Andrea Addison, Accounts Clerk - Ext. 304

Barbara Wells, Purchasing/Inventory Specialist - Ext 315

[Click here!](#) for list of upcoming public meetings for May 2006!

FY 2005-06 Budget, [click here!](#)

DEPARTMENT SUMMARY

The City Manager is authorized by the City Charter to act as the chief administrative officer; in this capacity the City Manager is responsible for supervising all departments and divisions except the exception of the City Clerk/Finance Officer and the City Attorney who report directly to the City Commission. Additional responsibilities include: preparing and submitting the annual budget, City's personnel system (encompassing Human Resources, Risk Management, and Employment), and acting as the Purchasing Agent for the City. The City Growth Administrator also reports to the City Manager.

MAJOR DEPARTMENTAL FUNCTIONS

1. Preparation and Submittal of City Budget
2. Financial Management (duties shared with City Finance Officer)
3. Economic Development
4. Personnel Administration
 - a) Labor Relations
 - b) Wage & Benefits Review
 - c) Risk Management
 - d) Employee Recruitment & Retention
 - e) Training
5. Purchasing and Contract Administration
 - a) Bid Preparation & Advertisement
 - b) Requisition/Purchase Order Review & Processing
 - c) Transfer Authorization
6. Planning and Zoning Administration
7. Overall administration of city services
8. Staff and clerical support to City Commission

[Agenda/minutes](#) | [Budget FY 2005-06](#) | [Code Enforcement](#) | [Job Opportun](#)

| [Licensing](#) | [Volunteering](#) | [Garbage/Trash Collection](#) | [Recreation](#) | [Rent](#)

Contact Us

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